

NC E-Procurement **Delete User** Request Form

(For NC Buyers Only)

This form is to be used ONLY to **delete a user** who is currently in NC E-Procurement.

Entity ID: _____ Usergroup ID (four digit code): _____
Name of User to Delete: _____ NCID User ID: _____
Email address: _____

Message to Security Administrator:

A user can only be deleted when all requisitions/purchase orders are complete. This means all requisitions created by this user must be either 'Received,' 'Canceled,' or in 'Ordered' status with a Quantity of '0' for all line items for NCAS agencies, or 'Approved,' 'Ordered,' or 'Canceled' for Community Colleges and School Systems.

If the user will no longer need access to NC E-Procurement, before they leave please have the user log into NC E-Procurement and ensure that all outstanding issues have been resolved.

A user cannot be deleted if he/she is the only person within your agency with a particular role or group. If this is the case, please assign this role or group to another person within your agency. Once the role or group is given to someone else in the agency, this user can be deleted.

If the user being deleted is listed as a supervisor in NC E-Procurement, then his/her management chain must be modified. His/her supervisees in NC E-Procurement should change their supervisor in their Preferences. Alternatively, a Security Administrator may also change their supervisor via the User Maintenance eForm.

For any questions regarding the above, please contact the NC E-Procurement Help Desk, 1-888-211-7440 option 1.



Security Administrator or EP Lite Administrator Use Only

Comments: _____
Security Administrator Name: _____ Phone Number: _____
Signature: _____

Help Desk Use Only

Comments/Actions: _____
CSR Name: _____ Signature: _____
Date Processed: _____

Please fax this form to the NC E-Procurement Help Desk at 1-919-424-1975 or
email ephelpdesk@its.nc.gov

Questions About this Form? Please contact the NC E-Procurement @ Your Service Help Desk at
1-888-211-7440 option 1 or via email to ephelpdesk@its.nc.gov